



**It's real.**

**POSITION VACANCY ANNOUNCEMENT**

**City of Seguin**

**"An Affirmative Action/Equal Opportunity Employer"**

**OFFICE ADMINISTRATOR**

**Schertz-Seguin Local Government Corporation**

**# 1452**

**08/15/16**

Responsible for providing a variety of administrative services in financial and budget matters, regulatory reporting, correspondence, and technical support for the Schertz-Seguin Local Government Corporation and Cibolo Valley Local Government Corporation. Requires: H.S. diploma or equivalent and three years of administrative experience. College hours preferred. Experience working in a field related to utilities, water districts or municipal services is preferred. Ability to type 50 wpm accurately, good written and oral communications skills, interpret and to apply complex rules and regulations to non-routine situations; be proficient with Microsoft applications including Word, Excel, Publisher, and PowerPoint; and have demonstrated ability to maintain confidentiality and work independently. Must have valid Texas driver's license with good driving record and ability to successfully complete pre-employment drug screen. Starting salary is \$16.98/hour (current employees should contact the Human Resource Department for explanation of pay plan). Applications will be accepted at City Hall, 205 N. River, Seguin, Texas 78155. [www.seguintexas.gov](http://www.seguintexas.gov) AA/EOE. Position open until filled.